

CITY OF FALLS CHURCH AFFORDABLE HOUSING FUND ADMINISTRATIVE REGULATIONS

The City of Falls Church Affordable Housing Fund (AHF) provides funding to maintain existing affordable housing and to develop additional affordable housing opportunities in the City for households with gross income less than 80% of the median income for the Washington Metropolitan statistical area.

Application Process

Applications may be sponsored by either City or private agencies and may be submitted at any time. Applicants must complete an AHF application with supporting documentation. Applications are available from Housing and Human Services (HHS). Completed applications are submitted to HHS.

Affordable Housing Fund Committee

The Housing Commission will convene an Affordable Housing Fund Committee (AHFC) of five members. These five members shall include one representative each from the Housing Commission, HSAC, Planning Commission, Falls Church Housing Corporation (FCHC), and up to two at-large members who have a background in affordable housing development and/or financing. Representatives from the Housing Commission, HSAC, and Planning Commission will be selected by the respective Chairs from each commission. The representative from FCHC will be selected at the discretion of the FCHC Board of Directors. The Housing Commission will review and select the two at-large members. All representatives are subject to approval by the City Council. The AHFC will be chaired by the Housing Commission member.

Review Process

HHS forwards all applications with staff recommendations to the AHFC. AHFC reviews all qualifying applications and forwards recommendations to the Housing Commission. The Commission reviews and submits recommendations to the City Council. All meetings are open to the public. The City Council holds public hearings and votes approval(s) for funding.

Application Cycle

The AHFC will meet a minimum of twice a year with additional reviews to be determined by the Housing Commission and HHS staff based on the submission of applications. Applications will be competitive based on the qualifying criteria outlined in the City of Falls Church Affordable Housing Fund policy. Reviews may be coincidental with Consolidated Funding and/or CDBG processes.

Disbursement and Monitoring of Funds

The City will sign a contract with recipient organization following City Council approval. The contract will provide details of time tables, conditions of satisfactory completion of work, and payment schedule as well as any restrictive covenants. Contracts will be monitored by HHS staff. Loans may be serviced by a third party contractor as selected by the City. Failure to comply with the terms of the contract may result in a loss of funds following a review by staff and the AHFC.

Revised November 3, 2005